

IL-8633-I Instructions

General Information

Who must submit this application?

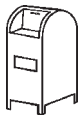
Any business wanting to participate in the Illinois Electronic Filing Program must submit Form IL-8633-I, Application to File Illinois Individual Income Tax Returns Electronically. If any of the information you provide changes after you submit your Form IL-8633-I, you must complete and submit a "Revised" Form IL-8633-I, to update your information. This includes any business that is sold or changes its organizational structure. This application is for both the independent and federal/state electronic filing methods. Participation in the Illinois program is based on acceptance into the Internal Revenue Service (IRS) program and compliance with the provisions in the IL-1345, Illinois Department of Revenue Procedure for Electronic Filing of Individual Income Tax Returns.

Note: A copy of your business' most current IRS acceptance letter must be attached to your completed Form IL-8633-I.

When should I file this application?

To ensure a timely review prior to the beginning of the filing season, file your application by December 1.

Where should I mail the application?



CENTRAL REGISTRATION DIVISION
ILLINOIS DEPARTMENT OF REVENUE
PO BOX 19030
SPRINGFIELD IL 62794-9030

For overnight mail, send to Central Registration Division 3-222, Illinois Department of Revenue, 101 West Jefferson, Springfield, Illinois 62702.

What if I have questions?

If you have questions, write us at Central Registration Division, Illinois Department of Revenue, PO Box 19030, Springfield, Illinois 62794-9030; or call our Springfield office weekdays between 8:30 a.m. and 5:00 p.m. at 217 785-5739.

You can also visit our web site, which features electronic filing information, forms, and booklets at tax.illinois.gov.

Step-by-Step Instructions

Step 1: Complete the following information

Line 1 - Write the legal name of your business (as shown on your tax return).

Line 2 - If, for the purpose of electronic filing, your business uses any name other than the name on Line 1, write that name.

Line 3 through 5 - Follow the instructions on the form.

Line 6 - If you are a partnership or corporation, write your federal employer identification number (FEIN). Sole proprietors without a FEIN, write your Social Security number (SSN).

Line 7 - Write the Illinois business tax number (IBT no.) used for filing certain Illinois taxes (if applicable).

Lines 8 and 9 - Provide the name, daytime phone and FAX (including area code) of your primary and alternate contact representatives. **Note:** It may be necessary to contact your business during testing and throughout the processing year.

Step 2: Provide your EFIN and answer the following questions - All applicants

Line 10 - Write your EFIN. You must have a valid EFIN that has been assigned and approved by the IRS.

Line 11 - Electronic return originator (ERO) - Check "Yes" if you deal directly with taxpayers and prepare tax returns or collect prepared tax returns for the purpose of having an electronic return produced. **A valid IRS EFIN is required.**

Line 12 - Intermediate Service Provider - Check "Yes" if you receive tax return information from an ERO or from an individual taxpayer who files electronically using on-line electronic filing software (commercially purchased or available through an Internet site), and either forward the information to a transmitter, or send the information back to the ERO (or taxpayer). **A valid IRS EFIN is required.**

Step 3: Provide your ETIN - Transmitters and software developers only

Line 13 - Write your ETIN. You must have a valid ETIN that has been assigned and approved by the IRS.

Line 14- Transmitter - Check "Yes" if you transmit electronic returns directly to IDOR's communication's processor, or to the IRS for the federal/state filing method. **A valid IRS EFIN and ETIN are required for both types of transmitter.**

a Check "Yes" if you transmit for *EROs*.

b Check "Yes" if you transmit for *individual taxpayers* using on-line electronic filing software (either commercially purchased or available through an Internet site).

Line 15 - Software Developer - Check "Yes" if you develop electronic return formatting software and/or transmission software. **A valid IRS EFIN and ETIN are required.**

Step 4: Answer the following questions

Line 16 - Check "Yes" if you would like your business name and address made available to taxpayers who may need the type of services you provide.

Line 17 - Check "Yes" if you would like your business name and address made available to providers of services related to electronic filing.

Step 5: Sign below

Signature is required for both new and revised applications.

Read the applicant's agreement and provide the name, title, and SSN of the person who is authorized to act and sign for your business in legal or tax matters. Also, **sign** and **date** the application. All applications must have an original signature and date. We will not accept a photocopy of a signature.